

Request For Radio Operator Authorization

Name: (Print)		Rank	CAPSN
Address		City	Zip
Unit	Charter #	Membership Card Expiration Date	
Cadets: Must be at least a C/A1C	Date of Rank		
Seniors: Must have completed Level 1	Date Completed		

MINIMUM REQUIREMENTS FOR BASIC RADIO OPERATOR AUTHORIZATION

Date	Requirement	Instructor/Testing Officer
	Communications Orientation Class	
	Calling and answering	
	Use of call signs	
	Operating the radio	
	Basic prowords	
	Prohibitions	
	National communications policies	
	Colorado Wing communications policies	

ADDITIONAL REQUIREMENTS FOR ADVANCED RADIO OPERATOR AUTHORIZATION

(To obtain a CAP radio station license, to become involved in CAP Communications Officer Specialty Training, or those members who assume staff positions requiring use of radio communications)

	Network operating procedures	
	Formal message preparation and handling	
	Familiarity with different radio modes and	
	Working knowledge of CAPR 100-1, Volume I	
	Basic orientation to digital radio operations	
	National Test (CAPF 119)	
	Colorado Wing Test	
	(Passing test scores of 80%, corrected to 100%.)	
	Basic ROA Card #, if previously issued.	

Submission Instructions

Incomplete applications will not be processed..

1. Fill in all information.
2. Submit original form to Colorado Wing/DCL.
3. Enclose a self-addressed stamped envelope.
4. **DO NOT** submit top section of answer sheet. Place in personnel file.

Instructor - submit class sign in sheet

Instructor (Please Print)

RADIO OPERATOR AUTHORIZATION PROCEDURE

1. The following procedure is to be used by unit commander/communications officers to obtain Radio Operator Authorization cards (CAP Form 76) for members of their unit.
2. This form, COWGF 76, will be used to request these cards.
3. Applicant: _____ Fill in all information requested.
_____ Enclose a self-addressed stamped envelope.
_____ You must have a membership card or be on NHQ printout.
_____ Incomplete applications will not be processed.
_____ Minimum rank - Cadet Airman 1st Class,
4. Instructor and / or Testing Officer
_____ Complete required classroom instruction. (See CAPR 100-1 and COWG Comm Operations and Training Plan.)
_____ Complete additional listed requirements.
_____ Complete National Communications Test. (Ordered from NHQ)
_____ Complete Colorado Wing Test (Rev. August 1998)
_____ Forward Class list to the Wing Licensing Officer
5. No Radio Operator Permits will be issued to non-Colorado Wing members.
6. The holder of a Radio Operator Authorization issued by another Wing must review the Colorado Wing Communications Operations and Training Plan, complete the test and obtain a Colorado Wing endorsement prior to a radio station license being issued.
7. The Instructor will sign the form where indicated.
8. The Testing Officer will sign the form where indicated.
9. The form will be sent to the Wing Communications Licensing Officer.
10. If the permanent card or a written explanation of why a card cannot be issued is not received within 30 days, contact the Wing Communications Licensing Officer.
11. Operation of CAP radio stations is permited only by qualified senior and cadet members who meet the following requirements in addition to those listed in CAP Regulation 100-1, Chapter 5, paragraph 1.
 - a. The member must have completed Level 1 (seniors) or Phase 1 (Cadet Airman 1st Class)
 - b. The member must demonstrate proficiency in using the phonetic alphabet.
 - c. The member must be proficient in transmitting and receiving formal message traffic. The test must include aircraft flight and vehicle travel plans and knowledge of the Colorado Wing Communications Operations and Training Plan.
 - d. The member must score at least 80% on the Colorado Wing ROP test (COWG Form 119). The answer sheet must be returned and the questions reanswered by the applicant until a score of 100% is attained.
12. A current CAPF 76 must be in the operator's possession when operating CAP radio equipment or when operating on CAP radio frequencies.